

WARREN COUNTY FACILITIES
BUILDINGS AND GROUNDS COMMITTEE

Tuesday, April 29, 2014
10:00 am

AGENDA

CALL TO ORDER Chairman Dan Girard
APPROVAL OF MINUTES Chairman Dan Girard
NEW BUSINESS Chairman Dan Girard

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Handout – Discussion – HR Office location / move F. Morehouse
2 – New Contract – Lawn Care Bid (WC 39 – 14 F.Morehouse

Transfers

3 – Fund source to be determined to A.1610.418 (\$1,000.00) ... F.Morehouse

Items of Interest

- Rail Station Construction

OLD BUSINESS Chairman Dan Girard
REFERRALS..... Chairman Dan Girard
PRIVILEGE OF THE FLOOR Chairman Dan Girard
ADJOURNMENT Chairman Dan Girard

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Buildings and Grounds

DATE: 4/29/14

- (a) Is this a Result of a Bid or Request for Proposal? WC39-14 (Bid)

- (b) Purpose of Contract: Lawn Control & Miantenance Fertilizer / Pesticide Application

- (c) Name of Contractor: Lowest responsible bidder to be determined

- (d) Address of Contractor:

- (e) Contractor's Contact Person and Telephone Number:

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract:

- (h) Termination Date of Contract:

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1620

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Fleet

SIGNED:

DATE: 4/29/14

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
to be determined		A.1610.418	Ins. - General Liability	\$1,000.00

Please state reason for transfers requested: Cars added to Fleet after budget adoption

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

REFERRALS - APRIL/MAY 2014

COUNTY FACILITIES: *(Including Airport and Buildings & Grounds)*

AIRPORT:

- 1) Mr. Dubarry to contact Mr. Schermerhorn to determine his intentions for the conceptual drawings for the office space and restaurant and if Mr. Schermerhorn intends to move forward, to invite him to the next Committee meeting to present the conceptual drawings. (05.01.13) Update: Mr. Schermerhorn's architect is currently working on elevations and themes to be presented at a future Committee meeting. (07.25.13) Update: Mr. Schermerhorn to make a presentation on proposed improvements to the office space and restaurant located at the Airport at the April 29th County Facilities Meeting. (04.01.14)

BUILDING & GROUNDS:

- 1) Mr. Tennyson to prepare an estimate and recommended restructuring of the entrance to the Municipal Center to be considered for the 2014 budget and to solicit input from supervisors and employees and report back to the Committee (01.29.13). Update: Mr. Morehouse to present 2-3 plans with cost estimates at the next Committee meeting. (07.03.13) Update: DPW Engineers will develop plans in December-February with estimates for the Committee to review. (08.22.13)